

IRM Continuing Education Guidelines - Summary Information

www.dir.texas.gov

CPE hours are submitted online to DIR by each IRM. This form may be useful in organizing your information for entry. Refer to the *IRM Continuing Education Guidelines* for additional information.

Name		
Organization		
Org Code		(3 digit agency code assigned by Comptroller)

Please distribute hours among the 6 competency areas as appropriate and list any hours to be counted towards required topics.

Event Name							
Dates		to		City		State	
Sponsor				Event Type	<input type="checkbox"/> Course <input type="checkbox"/> Conference <input type="checkbox"/> On-Line		
Description							
	<i>A brief description is only needed if type of event/subject is not discernable from event title. Please explain any acronyms in event name or sponsor if they may not be commonly known.</i>						
# of CPEs	Competency Area			Required Topics (Complete only if needed)			
	1.0 Policy & Strategic Planning				Strategic Planning		
	2.0 Leadership & Management				Communication	<input type="checkbox"/>	Training
	3.0 IT Performance Assessment.....				Measuring the Business Value of IT		
	4.0 Project/Program Management.....				Quality Assurance or Risk Management		
	5.0 Capital Planning, Investment, Contracting				Contract Negotiation/Management		
	6.0 IT Topics & Trends.....			No required topics for area 6.			
	Total CPEs (contact hours) for this event.						

Tips:

- Contact Hour = hours of instruction [total time MINUS breaks, lunch (if no speaker), any non-instruction time.]
- 1 Contact Hour = 1 CPE
- A typical event is 6 or 6.5 hours per day / 3 hours per ½ day. However, it may be more/less depending on times and activities. Example: 8:30-4:30, 15 minute AM and PM breaks, 1 hr lunch = 6.5 CPEs.
- Round to the nearest half hour
- Enter conferences or multi-day events as ONE record.
You do NOT need to list each session or topic. Estimate/calculate the total hours of instruction attended, consider the topics presented, and distribute hours among the competency areas as appropriate.

See page 2 for a summary of what is needed for compliance.

IRM Continuing Education Guidelines - Summary Information

www.dir.texas.gov

What does an IRM have to do in order to comply with the Guidelines?

1) Attend a minimum number of hours of qualified training/education each fiscal year.

These hours are referred to as CPE units or CPE hours. (CPE = Continuing Professional Education)

IRM Classification	Biennial IR Budget	Training Requirement
Level 1	Less than \$100,000	Exempt from Continuing Education requirements (voluntary participation encouraged)
Level 2	\$100,000–\$249,999	12 contact hours per fiscal year
Level 3	\$250,000–\$1,999,999	18 contact hours per fiscal year
Level 4	\$2,000,000–\$10,000,000	24 contact hours per fiscal year
Level 5	More than \$10,000,000	30 contact hours per fiscal year

2) Complete a one-time set of required topics within the first two years of the program.

Required Topics by Core Competency Area	Required Hours			
	Level 2	Level 3	Level 4	Level 5
1.0 Strategic Planning and Policy Issues ♦ Strategic planning (level as needed based on current experience)	6	6	6	6
2.0 Managerial and Leadership Competencies ♦ Communication of technical information to non-technical staff ♦ Training of staff who use the agency's information technology resources IRM must have some CPEs in <u>each</u> area (Communication & Training). Combined total should at least equal the required hours stated.	0	0	6	6
3.0 IT Performance Assessment ♦ Business value of information technology.	0	3	3	3
4.0 Project/Program Management ♦ Quality Assurance and/or Risk Management	0	0	3	3
5.0 Capital Planning, Investment Assessment, and IT Acquisition ♦ Contract Negotiation and/or Contract Management	0	3	3	6
6.0 Information Technology Topics and Trends ♦ No required topics in this competency	0	0	0	0
Total Required Topic CPEs (to be completed within two years of an individual's designation as agency IRM)	6	12	21	24

Notes:

- All CPEs for required topics and electives may be applied to yearly IRM continuing education requirements.
- Year Zero grandfather clause (explained in Program Rules/Restrictions) allows IRMs to satisfy required topics with classes taken up to one year before designation date.

3) Report completion of qualified training to DIR by August 31st of each fiscal year.